



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
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- ☐ Interested individuals who meet the stated requirements

Issue Date: September 2, 2016

Posting No.: 278-16

TITLE: Auditor Accountant Trainee **SALARY:** \$41,230.15 - \$43,094.21

LOCATIONS: Edna Mahan Correctional Facility – Clinton, NJ

JOB DESCRIPTION: As a trainee and productive worker, does the work involved in making field and office audits, evaluating program objectives and effectiveness, appraising the utilization of fiscal resources, and/or in keeping financial records and reports in a state department, institution, or agency; does related work.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree, including or supplemented by *twenty-one (21) semester credit hours in professional accounting courses which may include courses in municipal and government accounting.

NOTE: Possession of a valid Certificate as a Certified Public Accountant or registration as a Public Accountant issued by the New Jersey State Board of Accountancy may be substituted for the required degree in accounting.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

***** Qualified candidates will be granted interviews on a first-come, first served basis. *****

PLEASE INCLUDE RESUME *AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN September 19, 2016.

Forward Response To:

Colleen Velekei, Manager, Human Resources
Regional Personnel Services, Region 4
Mountainview Youth Correctional Facility
31 Petticoat Lane
Annandale, NJ 08801

Emailed resumes are to be sent only to:

Colleen.Velekei@doc.nj.gov